



NMO Event Checklist

Title of event:

Date:

Venue:

Budget:

Type of event: workshop or exhibition stand or seminar

Organising committee: IPOPI or IPOPI and hosting NMO or hosting NMO

Venue type: room/exhibition stand/hall

Seating number:

<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Quantity</i>	<i>Cost</i>	<i>Responsibility</i>	<i>Comment</i>
Room or						
Exhibition stand						
or						
Hall						
Equipment						
lectern						
main table						
tables						
chairs						
screen						
data projector						
extension cord						
adaptor plug						



<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Quantity</i>	<i>Cost</i>	<i>Responsibility</i>	<i>Comment</i>
laptop						
microphone						
speakers						
sound unit						
flipchart						
pens						
table cloths						
water						
glasses						
peppermints						
flowers						
Refreshment break						
tea						
coffee						
juice						
sugar						
biscuits						
Meal						
meal vouchers						
Administration						
invitations delegates						
invitations						



<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Quantity</i>	<i>Cost</i>	<i>Responsibility</i>	<i>Comment</i>
speakers						
replies delegates						
replies speakers						
speakers presentations						
speakers CV's						
folders						
agenda						
programme						
minutes						
reports						
pens						
gifts						
duty roster						
attendance sheet						
e-mail follow-up sheet						
parking vouchers						
claim sheet						
business cards						
Display						
banners						
flyers						
booklets						
posters						
prestick						



<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Quantity</i>	<i>Cost</i>	<i>Responsibility</i>	<i>Comment</i>
drawing pins						
display board						
backing cloth/paper						
scissors						